

## HOW TO TAKE THE FINAL EXAMINATION

We have included an answer sheet as part of the student manual or you may use the separate answer sheet insert provided as part of the Independent Study package.

Please use a soft lead (#2) pencil to complete the answer sheet. Do **NOT** mark more than one choice because this will automatically be scored as an incorrect response.

The test consists of 25 multiple choice questions and should take no more than 45 minutes to complete. Complete all of the questions. You may refer to the student manual and the video to help answer the questions.

When you have answered all the questions, prepare the answer sheet and drop it in the mail. Your answers will be scored and the results returned to you as quickly as possible. If you score at least 75 percent, you will receive a certificate of completion from FEMA. If you score less than 75 percent, you will have another chance to take the test.

## FINAL EXAMINATION: AN ORIENTATION TO COMMUNITY DISASTER EXERCISES

1. Exercise Design is accomplished best by:
  - a. An Individual
  - b. A team of representatives from various agencies
  - c. An elected official and his/her staff
  - d. Members of a single organization
  - e. None of the above.
2. Which of the following characteristics most accurately describe a full-scale exercise:
  - a. Low-stress discussion of problems, with emphasis on providing general information.
  - b. Mobilization of people and equipment in the field to practice specific functions. EOC is activated.
  - c. A stressful, realistic simulation which takes place in building rather than in the field.
  - d. Policy and coordination staff gather around a table to discuss responses to actual emergency situations.
  - e. None of the above.

3. Which best describes an Emergency Operations Center (EOC)?
- a. A central location from which emergency operations are coordinated.
  - b. A center where disaster victims can rest and obtain food.
  - c. A command post at the scene of the emergency where responders can be debriefed about the incident.
  - d. An information center, where the Public Information Officers provide updates to the media.
  - e. None of the above.
4. Which community has the best approach to a progressive community exercise program and also meets Federal Emergency Management Agency expectations?
- a. City A: Within a 3-year period it conducts 1 functional exercise and 2 tabletop exercises. Officials are worried about an earthquake, so they concentrate on this disaster alone.
  - b. City B: Within a 4-year period the community holds twelve exercises. Because they have a small budget and want to emphasize all emergency functions within that budget, they plan mainly orientation or tabletop exercises.
  - c. City C: This community has identified improvements which are needed with communications and coordination. They concentrate a 4-year effort on these two functions. In that period they hold 1 tabletop, 1 functional, and 1 full-scale exercise.
  - d. City D: Officials plan a cycle of exercises that will test nearly all emergency functions. Within a 4-year period they conduct and evaluate several tabletop exercises, 3 functional exercises, and 1 full-scale exercise.
  - e. None of the above.
5. When should an exercise design team address the exercise evaluation process?
- a. From the beginning—concurrent with the design of the exercise.
  - b. After the exercise is designed.
  - c. During the time the exercise is being held.
  - d. After the exercise is over.
  - e. Just before the exercise officially starts.

6. Which of these individuals is a simulator in a functional exercise?
- a. John notices that the exercise is proceeding too slowly and that some of the agency representatives are just sitting around doing nothing. He adds two or three messages to speed things up.
  - b. Henry observes the exercise. He notes that the police department did not set up road blocks as they were supposed to.
  - c. Susan, the Red Cross director for the community, takes her chair and designated position in the EOC.
  - d. Jane, a member of the exercise design team, plays the part of a medical team. In accordance with the exercise scenario, Jane calls the Red Cross director in the EOC to say the temporary hospital at the incident site needs more blood supplies.
  - e. None of the above.
7. An exercise design team should consist of the following individuals except:
- a. Fire Service personnel
  - b. Police
  - c. Exercise Players
  - d. Emergency Program Manager
  - e. Red Cross
8. Select the objective which best exemplifies the requirements for a good objective from the following:
- a. Emergency management staff will demonstrate the ability to initiate and complete a call-back of EOC personnel in 30 minutes.
  - b. Emergency management staff might be able to improve their call-back system.
  - c. Volunteers could be used in the response.
  - d. To find out if the fire/rescue department will effectively perform all duties during any major emergency or disaster.
  - e. None of the above.
9. The purpose of an exercise narrative is to:
- a. Summarize the responsibilities of the exercise participants and provide a brief orientation.
  - b. Enable the exercise team to focus on a few objectives, rather than creating a scenario that is too broad.
  - c. Set the stage for the exercise, so that the disaster will be more realistic and understandable to the participants.
  - d. Outline the sequence of events that will take place as the exercise progresses.
  - e. None of the above.

10. Components of a "message" in a functional exercise are usually the following:
  - a. Functions, agencies, hazard, geographical area.
  - b. Sender, receiver, message, method of transmission.
  - c. Major event, detailed events, expected actions.
  - d. Date, inside address, heading, complimentary close.
  - e. A stamped self-addressed postcard.
11. What is the primary purpose of a "message" in a functional exercise?
  - a. To serve as a means of communication from controller to simulators.
  - b. To provide information to the media on the progress of the exercise.
  - c. To cause a player to carry out one or more expected actions.
  - d. To provide a means for players to inform the controller when they are experiencing problems.
  - e. A "message" has no purpose in a functional exercise.
12. Which of the following are examples of costs associated with an exercise?
  - a. Staff time
  - b. Fuel for equipment
  - c. Costs for exercise enhancements
  - d. Materials/supplies needed to conduct the exercise.
  - e. All of the above
13. Which of the following is an advantage of a progressive community exercise program?
  - a. It encourages team building as emergency response agencies and organizations work together to test policies, plans, and procedures.
  - b. It enables mayors and other elected/appointed officials to plan and design a full-scale exercise.
  - c. It allows a community to conduct a fullscale exercise immediately without the conduct of tedious, simpler exercises, like tabletops and functional.
  - d. It totally eliminates the need for planning and cooperation.
  - e. None of the above.

14. What degree of competence can you realistically expect to gain from successful completion of this Independent Study Course?
- a. You should be able to design a complete community exercise program all by yourself and you will not need any help from an Exercise Design Team.
  - b. You are ready to design a full-scale exercise.
  - c. You are totally prepared to design and conduct a tiny functional exercise.
  - d. You have learned about the different types of exercises which are part of progressive community exercise program and are ready to learn more about exercise design.
  - e. You are ready to teach people how to design exercises.
15. An evaluation methodology consists of:
- a. Evaluation strategy, organization and deployment of the evaluation team, evaluation checklists and forms.
  - b. The method of finding evaluators.
  - c. The organization of department heads into a committee to decide how objectives will be met.
  - d. The 5 final evaluation reports.
  - e. None of the above.
16. What is the primary purpose of emergency exercises?
- a. To fulfill government requirements in order to receive funding.
  - b. To improve the image of middle managers in key departments.
  - c. To teach people how to design an exercise.
  - d. To enable a community to test and evaluate its emergency preparedness and response capabilities before an actual emergency in order to save lives, conserve property, and preserve the environment.
  - e. None of the above.
17. Which type of exercise is described below?
- A group of community and agency officials meet in a large room. To begin the exercise, someone reads a few paragraphs describing a hurricane that has just hit the area. Then a facilitator hands messages (problem statements) to some of the participants, who describe how they would solve various problems caused by the hurricane. The emphasis is on a relaxed but thorough discussion.
- a. Orientation
  - b. Tabletop
  - c. Functional
  - d. Full-scale
  - e. None of the above.

18. Which type of exercise is described below?

Community and agency officials meet in the EOC. Situated in a separate area are individuals who enact the roles of people at the scene of the disaster. Using telephones or radios, these people call into the EOC with messages describing problems caused by the disaster. In the same area is a controller who manages the exercise. Though the disaster is simulated, the exercise is very realistic because it takes place in real time and is very stressful.

- a. Orientation
- b. Tabletop
- c. Functional
- d. Full-scale
- e. Drill

19. In what way are completing a needs assessment, defining scope, and writing a purpose statement alike?

- a. These steps are most effective if done by the emergency program manager rather than the design team.
- b. They are not important to the design process.
- c. They address the same areas identified in the assessment process, which are gradually limited and brought into focus.
- d. They are the final steps in exercise evaluation.
- e. All of the above.

20. Which of the following are emergency functions?

- a. Communications, Health and Medical, Public Works.
- b. Degree of realism, Degree of stress, Communication Devices.
- c. Policy and Decision Making, Coordination, Operations.
- d. Simulator, Controller, Evaluator.
- e. Exercise participants or Players.

21. In a functional exercise, what is the responsibility of the controller?

- a. To design the exercise.
- b. To evaluate the exercise.
- c. To conduct the exercise according to the objectives.
- d. To take part in the exercise as a player in the EOC.
- e. All of the above.

22. Who are the "players" in a functional exercise?
- a. Those who assume roles of "outside" people or agencies.
  - b. Heads of agencies and government who would actually assemble in the EOC in case of emergency.
  - c. Those who take part in initial planning stages.
  - d. Those who evaluate the exercise.
  - e. None of the above.
23. Which is the best definition of a "progressive community exercise program"?
- a. A series of exercises arranged in random order.
  - b. An exercise plan for the Fire and Police Departments.
  - c. A carefully planned full-scale exercise, in which all community agencies take part.
  - d. The participation of all community agencies with emergency responsibilities in a series of increasingly more challenging exercises over a period of time.
  - e. A series of exercises over a period of time which begins with a major fullscale exercise which tests nearly all emergency functions in the community and culminates in a small tabletop exercise.
24. Which would be a logical first step in the development of an exercise?
- a. Review the community's Emergency Operations Plan.
  - b. Schedule the facilities and invite people.
  - c. Design the exercise.
  - d. Assemble props and other enhancements.
  - e. Evaluate the exercise.
25. In the design of a functional exercise, what is a "major event"?
- a. The disaster on which the exercise is based-such as a flood, hurricane, or earthquake.
  - b. A high profile exercise that would attract a lot of attention from people driving by the field site.
  - c. A large problem that would realistically occur as a result of the disaster such as "bridge washes out".
  - d. The initial meeting of the design team.
  - e. All of the above.